OUT OF AREA ENROLMENT POLICY AND ENROLMENT CRITERIA

The school receives a large number of applications from non-local students, particularly for placement into Year 7. All non-local applicants will be considered for enrolment by an Enrolment Panel (for placement in Year 7 at the beginning of the following year), or the Deputy Principal or the Principal for other applications.

Non-local enrolment criteria must include, and these applications given priority:

- to ensure that students with additional needs have access to high-quality public education, students with learning and wellbeing needs requiring reasonable adjustments and/or additional educational support, including cultural considerations, disability, developmental age, trauma, child protection concerns, medical and individual needs and circumstances
- sibling currently attending the school, with siblings of students in support units given priority

Non-local enrolment criteria should include, and these applications given consideration:

- parent or carer works at the school*.

*includes all permanent and part-time department staff employed at the school including classroom teachers, the school counselling service, school administration and support staff, Home School Liaison Officers, staff that work at a public preschool attached to the school and school leaders. Temporary teachers who have been employed at a school for at least 12-months in the last 2-years are also included (temporary teachers employed for less than this time can also be considered at a school's discretion). This consideration will not be extended to casual employees or contractors.

Optional criteria:

- proximity and access to the school
- structure and organisation of the school (examples could include alternative school hours, compressed days, agriculture, sporting and/or music programs)
- access to single sex education
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- recent changes in the local intake area boundaries
- school is under buffer or cap and has capacity
- other considerations.

ENROLMENT BUFFER

Based on historical data, on enrolment fluctuations, and on the number of families moving in and out of the local area, it is determined that a minimum buffer of approximately 10% should be established for each year group during the year. Thus, while acknowledging the discretion of the Principal, the school may not accept non-local students in any year once that year has reached its buffer.

PLACEMENT PANEL

Where demand for non-local places into Year 7 for the following year exceeds availability, an Enrolment Panel shall be formed by the Principal in accordance with DoE policy. The committee will be chaired by one of the Deputy Principals and will include at least one other member of the staff nominated by the principal. In addition, one school community member will be included, as nominated by the school's P & C. For all other applications the Principal or Deputy Principal shall decide on the enrolment of non-local students.

WAITING LISTS

Waiting lists for non-local students will be established where necessary. Parents will be advised in writing if their child is to be placed on a waiting list. Waiting lists are current for one year only. Students on waiting lists must be in full attendance at another school. The list may be re-prioritised if the panel believes the additional enrolment more suitably fits the school criteria.

APPEALS

Appeals can be made in writing to the Principal and set out the grounds for appeal, as related to the student's ability to meet the aforementioned criteria. If the matter is not resolved at the school level then parents are able to appeal to the Director, Educational Leadership. This is the final level of appeal.